

PURCHASE ORDER

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FROM

Gemba Trading Co.

1-2-3 Shibuya, Tokyo 150-0002

Tel: 03-1234-5678

info@gemba-trading.co.jp

TO

Acme Office Supplies Ltd.

4-5-6 Shinjuku, Tokyo 160-0001

Tel: 03-9876-5432

sales@acme-supplies.co.jp

PO NUMBER

PO-2026-0042

PO DATE

May 29, 2026

DELIVERY DATE

June 20, 2026

ITEM DESCRIPTION	QTY	UNIT PRICE	TOTAL
Ergonomic Office Chair	5	\$299.00	\$1495.00
Height-Adjustable Standing Desk	2	\$599.00	\$1198.00
Dual Monitor Stand	10	\$49.00	\$490.00
Wireless Keyboard & Mouse Set	8	\$89.00	\$712.00

Subtotal \$3895.00

Tax (10%) \$389.50

TOTAL \$4284.50

NOTES

Please confirm receipt of this purchase order by email. Payment terms: Net 30 days.